Cardholder Setup for Login to NetService
for transaction review

Please read all of the instructions before you start.

In order for you to view your transactions in NetService, you will need to set up a login. Follow the directions below to set up your user name and password. Go to:

https://www.genetservice.com/GE_Commercial/Login.do (You may want to make this a favorite for future use).

You will see a box that says "**Welcome to NetService**"

<mark>**Do not enter a User Name and Password at this point**</mark>.

Proceed to the lower section of the box where you see the words "**Register for Online Account Access**" and enter your **GE card number** as the Account Number.

Click **Submit**

Enter your first and last name and your employee ID number.

Click **Next**

Now you can create your profile. Be sure to write down your user name and password for future reference. You will be prompted to change your password every 180 days.

Now you can login to NetService and work with your program administrator on how to view your transactions. Good luck!